

Chapter Two

Eligibility Criteria - Income

Eligibility Criteria - Income

Introduction

In order to maintain program integrity, WIC applicants will have their income evaluated at each certification.

Documentation cannot be a barrier to services.

In this chapter

The chapter is divided into four (4) sections which define income and detail income determination and income exclusions and two (2) appendices.

Section	Title	Page Number
A	Eligibility Criteria – Determine Household Size	2
B	Eligibility Criteria – Income	5
C	Income/Gross Income Determination	8
D	Income/Income Exclusions	12
Appendix A	Income/Poverty Guidelines	Appendix A
Appendix B	Certification Forms	Appendix B

Chapter Two

Eligibility Criteria - Income

Section A

Eligibility Criteria – Determining Household Size/Economic Unit

Definition	<p>Household is defined as a group of related or non-related individuals who are living together as one economic unit.</p> <p>Household members share economic resources and consumption of goods and/or services. The terms “economic unit” or “household size” can be used interchangeably. However, “economic unit” may be a more appropriate term to use because it conveys that familial relationship is not relevant to the determination of family size and income.</p>
Resident of Institutions	<p>The residents are assessed as separate family units.</p> <p>The institution must meet the conditions as outlined in the previous section on residency.</p>
Pregnant Woman	<p>A pregnant woman’s household is assessed by increasing it by the number of expected infants.</p>
Teen	<p>An applicant who is under the eighteen (18) years of age will have her household assessed following the rules which apply to any other economic unit.</p>

Continued on next page

Chapter Two

Eligibility Criteria - Income

Co-living

Two (2) separate families residing at the same address under the same roof may be considered separate households/economic units. The key is whether they share a “common income”. If each household has its own source of adequate income (rent, food, utilities, and other), they are considered and evaluated as separate households/economic units.

Foster Child

If an infant or child is in the care of foster parents, Child Protective Services (CPS), or other child welfare authorities, the infant or child will be considered a family of one (1). The placement paper, commonly called “Notice to Provider,” is required to make the foster parents the authorized representatives. Documentation of this paper should be recorded in the Notes section of the Client Registration screen of the AIM system. The same placement paper is acceptable documentation for adjunctive eligibility if the CMDP medial insurance number is listed. The payments made by the welfare agency or received from other source for the care of that child will be considered to be the only income.

Adopted Child

When a child has been adopted by a family, the child is counted in the household size of the family. The size and total income of that household will be used to determine if the child is income eligible for WIC.

Separated Family

When a family separates, the child is counted in the family of the parent or guardian with whom the child lives. Child support payments are considered income for the family with whom the child lives, but cannot be deducted from the income of the person making the payments.

Continued on next page

Chapter Two

Eligibility Criteria - Income

Custody

The parents with whom the child spend(s) a majority of their time an claim the child in reporting household size. However, all child support must be reported as income.

Military Family

Military personnel serving overseas or assigned to a military base, even though the are not living with their families , should be considered members of the economic unit.

Military dependents (infant, child, or woman) placed in the temporary care of friends or relatives who are dependant on that household to provide food, utilities, ect., should be considered a part of that household/economic unit during certification. If the applicant receives funds to sustain herself (beyond in-kind housing) she may be counted as a separate economic unit.

When military personnel use alternative method of depositing paycheck (waiving military income documentation) and/or receive combat/hazardous duty pay, the income over last 12 months can be used.

Military housing allowances are not considered income.

Chapter Two

Eligibility Criteria - Income

Section B

Eligibility Criteria – Income

An applicant will have income eligibility determined according to the following guidelines:

Date of Income Determination

Determination of income eligibility will be made at the time of certification. The date of certification noted on the consent/release form and the identification folder/transfer card will be the date income eligibility was determined.

Income Standards

The State agency will adopt the income standard of 185% of the current DHHS Poverty Guidelines as its eligibility standard. Local agencies will implement the State established income eligibility standards for their program.

All data used to determine income eligibility will be reflective of the applicant's total household income and applicant's status at the time of certification.

Continued on next page

Chapter Two

Eligibility Criteria - Income

Documentation

All income reported must be confirmed by paper or an official verification system such as dial-up confirmation with AHCCCS. Photocopies are not required by the State, but the source of income must be documented on the clients Registration screen of the AIM system. If documentation is not available on the day of certification, it must be provided within thirty (30) calendar days, and the applicant will receive 30 days of food instruments. If income documentation is not provided within the 30 day period, applicant(s) will be terminated. The number of household members is noted on the Client Registration screen of the AIM system.

Acceptable types of documentation include but not limited too:

- Pay Stubs
- W-2 Forms
- Unemployment Form

If after exploring all possible income sources, the applicant cannot document income or declares no income exists, she must sign a statement to that effect. (See Appendix 2B-Income Documentation Waiver)

Adjunctive Eligibility

This occurs when an applicant, or in some cases, a family member, participates in a federal or state program with income guidelines that are equal to or below the WIC income guidelines. The applicant is allowed to enroll in the WIC program without duplication of their initial income screening.

An applicant is adjunctively income eligible for WIC, if documentation shows that the individual is:

- Certified as fully eligible to receive benefits from either the Food Stamp Program, AHCCCS, or TANF program(s).
- A member of a household containing either a TANF recipient or a pregnant woman or infant enrolled in AHCCCS.

Continued on next page

Chapter Two

Eligibility Criteria - Income

Documentation Adjunctive Eligibility

The local agency will use income information appropriate to the circumstances of the applicant. The type of documentation will be noted on the Client Registration screen of the AIM system.

Acceptable Documents (eligibility dates must be included):

- TANF - approval letter
- AHCCCS - decision letter
- Food Stamp Program – most recent certification letter

Migrants

Determination of income eligibility will be made once every 12 (twelve) months for migrant field workers and their families. Migrant status will be indicated on the Arizona WIC identification folder.

Disqualification during a certification period

Individuals may be disqualified during a certification period if a reassessment identifies that they are no longer income eligible or adjunctively income eligible. However, such persons cannot be disqualified from WIC solely on the basis of cessation of benefits from TANF, AHCCCS, Food Stamps, or other State-administered programs. They will then be reassessed under other income criteria before being disqualified.

Chapter Two

Eligibility Criteria - Income

Section C

Eligibility Criteria – Income/Gross Income Determination

Income	Gross cash income before deductions for income taxes, employee's social security taxes, insurance premiums, bonds, etc.
Income includes the following:	
Wages	Monetary compensation for services including wages, salary, commissions, or fees.
Active Military Payments	Recent leave and earning statement.
Military CONUS COLA	Continental United States Cost of Living Allowance (OCONUS COLA) provided to military personnel in designated high-cost areas within the continental United States.
Farm/Self-Employment	Income from farm and non-farm self-employment. This is net income (total dollars made in the business minus operating expenses) as calculated by schedule C of IRS form 1040 or a ledger of business operations.
Social Security	Check stub/award letter as documented by current bank statements.
Dividends/Trusts/Rental Income	Dividends or interest on savings or bonds, income from estates or trusts, or net rental income as documented by federal Income Tax Record for most recent calendar year.

Continued on next page

Chapter Two

Eligibility Criteria - Income

Public Assistance

Public Assistance or Welfare payments.

Persons receiving AHCCCS , TANF, FDPIR, or Food Stamps benefits are automatically income eligible for WIC.

Unemployment

Unemployment compensation as documented with approval letter or check stub(s).

**Retirement/
Pensions/
Annuities**

Government civilian employee or military retirement or pension or veteran's payments. Private pensions or annuities. Documentation includes income tax return for most recent calendar year.

**Alimony and
Child Support**

Alimony and child support payments. Child support payments are considered income for the family with whom the child lives, but cannot be deducted from the income of the person making the payments.

Contributions

Regular contributions from persons not living in the household. Appropriate documentation would be a letter from the person contributing resources to the household.

Royalties

Net Royalties

**Other Cash
Income**

Other cash income includes, but not limited to, cash amounts received or withdrawn from any source, including savings, investments, trust accounts, and other resources which are readily available to the family.

Continued on next page

Chapter Two

Eligibility Criteria - Income

Lump Sum Payments

Lump Sum Payments that represent “new money” that are intended for income is counted as income. Lump sum payments include gifts, inheritances, lottery winnings, workers compensation for lost income, severance pay and insurance payments for “pain and suffering”. Lump sum payments for winnings and proceeds from gaming, gambling, and bingo are also counted as income. The lump sum payment may be counted as annual income or may be divided by 12 to estimated a monthly income, whichever is most applicable.

Student Financial Assistance

Student Financial assistance used by the student for room and board and for dependent care expenses is considered income.

Note: Financial assistance that is used for tuition, transportation, books, and supplies is exempt as noted in Section C.

Chapter Two

Eligibility Criteria - Income

Section D

Eligibility Criteria – Income/Income Exclusions

Income exclusions include but are not limited to the following:

Military Housing Allowance

Any basic allowance for quarters received by military services personnel residing off military installations or bases.

In-kind/non-cash benefits

Any benefits, which is of a value which is not provided in the form of cash money is considered an in-kind benefit and is not counted as income.

Federal Program Benefits

Benefits provided under the following Federal Programs or acts include but are not limited to:

Reimbursements from the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended in 1987.

Any payment to volunteers under Title I (Volunteers in Service of America (VISTA) and others or Title II (Retired Senior Volunteers Program (RSVP), Senior Companions Program (S.P.), Foster Grandparents Program and others) of the Domestic Volunteer Services Act of 1973, to the extent excluded by the act.

Payment to volunteers under Section 8 (b) (1) of the Small business Act Service Corps of Retired Executives (SCORE) and Active Corps Executives (AVE).

Continued on next page

Chapter Two

Eligibility Criteria - Income

**Federal Program
Benefits,
continued**

Payments received under the Job Training Partnership Act (Adult and Youth Training Programs, Summer Youth Employment and Training Programs, Dislocated Worker Programs, Programs for Migrant and Seasonal Farm Workers, Veterans and the Job Corps).

Payments under the Low-income Home Energy Assistance Act, as Payment under the Disaster Relief Act of 1974, as amended by the Disaster Relief and Emergency Assistance Amendments of 1989.

Payments received under the Carl D. Perkins Vocational Education Act, as amended by the Carl D. Perking Vocational and Applied Technology Education Act Amendments of 1990.

The value of assistance to children their families under the National School Lunch Act, as amended, the Child Nutrition Act of 1966 and the Food Stamp Act of 1977, including benefits form the:

- National School Lunch Program;
- Special Milk Program;
- School Breakfast Program;
- Summer Food Service Program;
- Child and Adult Care Program;
- Food Stamp Program;
- Food Distribution on Indian Reservation (FDPIR)
- TANF

Continued on next page

Chapter Two

Eligibility Criteria - Income

Federal Program Benefits, continued

Student financial assistance received from any program funded in whole or part under Title IV of the Higher Education Act of 1965 which is used by the student for tuition, fees, books, materials, supplies, transportation, and miscellaneous personal expenses related to the student's education. The student must be attending the educational institution on a least a half-time basis as determined by the institution. (This does not include room and board and dependent care expenses.)

Assistance includes:

- Pell Grants;
- Supplemental Educational Opportunity Grants;
- State Student Incentive Grants;
- National Direct Student Loans;
- Plus;
- College Work Study
- Byrd Honor Scholarship Programs.
- Payments received for Wartime Relocation of Civilians under the Civil Liberties Act of 1988 (e.g. for those in Japanese internment camps).

The value of any child care payments made under section 402 (g)(1)(E) of the Social Security Act, as amended by the Family Support Act, including:

- AFDC
- Title IV – A Child Care Program;
- JOBS Child Care Program

Continued on next page

Chapter Two

Eligibility Criteria - Income

Federal Program Benefits, continued

The value of any “at risk” block grant child care payments made under section 5081 of Public Law 101 – 508, which amended section 402(l) of the Social Security Act.

The value of any child care provided or paid for under the Child Care and Development Block Grant Act, as amended.

Mandatory salary reduction amount for military personnel which is used to fund the Veteran’s Educational Assistance Act of 1984, as amended.

Payments received under the Old Age Assistance Claims Act, except for per capita shares in excess of \$2,000.

Payments received under the Cranston-Gonzales National Affordable Housing Act, unless the income of the family equals or exceeds 80% of the median income in the area.

Payments received under the Housing and Community Development Act of 1987, unless the income of the family increases at any time to more than 49% of the median income of the area.

Benefits received through the Farmer Market Demonstration Project under Section 17 (M)(7)(A) of the Child Nutrition Act of 1966, as amended.

Bank Loans

Loans, such as bank loans, are not counted as income.

Continued on next page

Chapter Two

Eligibility Criteria - Income

Lump Sum/Large Cash Payments

Lump sum payments or large cash settlements (e.g., compensation for a loss such as an insurance settlement to pay for damage to a house or car). Also includes payments that are intended for a third party to pay for a specific expense (e.g., payment for medical bills resulting from an accident or injury.)

If the lump sum payment is put in a savings account and the household regularly draws from that account for living expenses, the amount withdrawn is counted as income.

Continued on next page

Chapter Two

Eligibility Criteria - Income

Income of/ payments to Native Americans

Income derived from certain sub-marginal land of the United States which is held in trust for certain tribes.

Income derived from the disposition of funds to the Grand River Band of Ottawa Indians.

Payments received under the Program for Native Americans.

Payments to the Passamaquoddy Tribe and the Penobscot Nation or any of their members, received pursuant to the Maine Indian Claims Settlement Act of 1980.

Payments received under the Alaska native Claims Settlement Act.

Payments received under the Sac and Fox Indian Claims Agreement.

Payments received under the Judgement Award Authorization Act, as amended.

Payments for relocation assistance for Navajo and Hopi Tribe members.

Payments to the Blackfeet, Groventre and Assinibonie tribes (Montana) and the Tahono O'odham Nation, a.k.a. Papago tribe (Arizona).

Payments to the Red Lake Band of Chippewas, the Chippewas of Mississippi, and the Turtle Mountain Band of Chippewas (Arizona).

Payments received under the Saginaw Chippewa Indian Tribe of Michigan Distribution of Judgement Funds Act.

Payments to the Assiniboine tribe of the Fort Belknap Indians Community and the Assiniboine Tribe of the Fork Peck Indian Reservations (Montana).

Chapter Two

Eligibility Criteria - Income

Appendix A: Income/Poverty Guidelines

ARIZONA WIC/CSFP PROGRAM INCOME GUIDELINES
EFFECTIVE: April 15, 2004

One Family Member				Two Family Members				Three Family Members				Four Family Members				Five Family Members				% DHHS Income Guide	Income Code
Week	2 Wks	Month	Year	Week	2 Wks	Month	Year	Week	2 Wks	Month	Year	Week	2 Wks	Month	Year	Week	2 Wks	Month	Year		
0 to 180	0 to 359	0 to 776	0 to 9310	0 to 241	0 to 481	0 to 1041	0 to 12490	0 to 302	0 to 603	0 to 1306	0 to 15670	0 to 363	0 to 725	0 to 1571	0 to 18850	0 to 424	0 to 848	0 to 1836	0 to 22030	100% or less	1
181 to 223	360 to 447	777 to 969	9311 to 11637	242 to 299	482 to 600	1042 to 1300	12491 to 15612	303 to 376	604 to 752	1307 to 1631	15671 to 19587	364 to 452	726 to 905	1572 to 1963	18851 to 23562	425 to 529	849 to 1058	1837 to 2294	22031 to 27537	101% to 124%	2
224 233 268	448 466 536	970 1009 1163	11638 12103 13964	300 312 359	601 625 720	1301 1353 1560	15613 16237 18734	377 392 451	753 784 903	1632 1699 1958	19588 20371 23504	453 471 543	906 943 1087	1964 2042 2355	23563 24505 28274	530 551 634	1059 1102 1270	2295 2387 2753	27538 28639 33044	125% 130%* 149%	3
269 to 312	537 to 626	1164 to 1357	13965 to 16292	360 419	721 840	1561 1821	18735 21857	452 526	904 1054	1959 2284	23505 27422	544 633	1088 1268	2356 2748	28275 32987	635 740	1271 1482	2754 3212	33045 38552	150% to 174%	4
313 to 332	627 to 663	1358 to 1436	16293 to 17224	420 445	841 889	1822 1926	21858 23107	527 558	1055 1115	2285 2416	27423 28990	634 671	1269 1342	2749 2907	32988 34873	741 784	1483 1568	3213 3397	38553 40756	175% to 185%	5
333 and over	664 and over	1437 and over	17225 and over	446 and over	890 and over	1927 and over	23108 and over	559 and over	1116 and over	2417 and over	28991 and over	672 and over	1343 and over	2908 and over	34874 and over	785 and over	1569 and over	3398 and over	40757 and over	more than 185%	8
Six Family Members				Seven Family Members				Eight Family Members				For Each Additional Family Member Add				Automatic Eligibility @ Income Code 6 if eligible (E) or presumptively eligible (PE) for: *TANF (AFDC) (E or PE) *AHCCCS (E or PE) *FOOD STAMPS (E) *Food Distribution Program on Indian Reservations-FDPIR (E)				% DHHS Income Guide	Income Code
Week	2 Wks	Month	Year	Week	2 Wks	Month	Year	Week	2 Wks	Month	Year	Week	2 Wks	Month	Year						
0 to 485	0 to 970	0 to 2101	0 to 25210	0 to 546	0 to 1092	0 to 2366	0 to 28390	0 to 608	0 to 1215	0 to 2631	0 to 31570	0 to 62	0 to 123	0 to 265	0 to 3180					100% or less	1
486 to 605	971 to 1211	2102 to 2625	25211 to 31512	547 to 681	1093 to 1364	2367 to 2956	28391 to 35487	609 to 758	1216 to 1517	2632 to 3288	31571 to 39462	63 to 75	124 to 152	266 to 330	3181 to 3974					101% to 124%	2
606 630 726	1212 1261 1453	2626 2732 3150	31513 32773 37814	682 710 818	1365 1420 1637	2957 3076 3548	35488 36907 42584	759 789 910	1518 1579 1820	3289 3420 3945	39463 41041 47354	76 80 91	153 159 182	331 345 397	3975 4134 4769					125% 130%* 149%	3
727 to 847	1454 to 1696	3151 to 3676	37815 to 44117	819 954	1638 1910	3549 4139	42585 49682	911 1061	1821 2124	3946 4603	47355 55247	92 106	183 213	398 463	4770 5564					150% to 174%	4
848 to 897	1697 to 1794	3677 to 3887	44118 to 46639	955 1011	1911 2021	4140 4377	49683 52522	1062 1124	2125 2247	4604 4868	55248 58405	107 114	214 227	464 491	5565 5883					175% to 185%	5
898 and over	1795 and over	3888 and over	46640 and over	1012 and over	2022 and over	4378 and over	52523 and over	1125 and over	2248 and over	4869 and over	58406 and over	115 and over	228 and over	492 and over	5884 and over					more than 185%	8

* 130% of poverty is the upper maximum income for seniors enrolling in CSFP

Chapter Two

Eligibility Criteria - Income

Appendix B: Forms

ARIZONA WIC PROGRAM
Documentation of Waiver Form

For the following situations, issue one month of food instruments:

☐ Documentation of the following exists but was not brought to the appointment. Check all that apply:

- ☐ Proof of Income
- ☐ Proof of Address
- ☐ Proof of Identification

If I qualify for the program, I will be given one (1) month of Food Instruments. I, _____ understand that the above documents are required for WIC certification. If I do not bring the existing required document(s) to my next WIC appointment/visit, within 30 days, I will not be able to participate in the WIC program.

Authorized Representative Signature: _____ **Date:** _____

WIC Staff Signature: _____ **Date:** _____

For the following situations, the applicant, if qualified, can be enrolled on WIC for the entire certification period:

Income

☐ For Applicants or Authorized Representatives with inadequate income documentation or those that do not have income documentation because the documentation does not exist:

I declare my total gross household income is \$ _____ per

- ☐ Week
- ☐ Every other week
- ☐ Month
- ☐ Year

Reason for inadequate or no documentation: _____

☐ For Applicants or Authorized Representatives with **ZERO** income. I declare my total gross household income is **ZERO**. I understand that I can only declare **ZERO** income one time.

I am getting food from: _____

I am getting housing from: _____

Address or Identification

☐ For Applicants or Authorized Representatives with do not have documentation of address and/or identification because the documentation does not exist:

Address is: _____

Reason for no proof of address or identification: _____

I, _____, verify the above information is correct. I understand that providing incorrect or misleading information can result in criminal charges and/or paying the Arizona Department of Health Services, in cash, the value of the food benefits improperly received.

Authorized Representative Signature: _____ **Date:** _____

WIC Staff Signature: _____ **Date:** _____

**PROGRAMA DE WIC EN ARIZONA
FORMA DE RENUNCIA DE DOCUMENTACIÓN**

En las siguientes situaciones, se le dará instrumentos de comida por un mes:

- ☐ La documentación de los siguientes sí existe pero no fue traída a la cita. Marque todos los que aplican:
- ☐ Prueba de Ingresos
 - ☐ Prueba de Dirección
 - ☐ Prueba de Identificación

Aunque se me otorgara un mes (1) de instrumentos de comida, yo, _____, entiendo que los documentos mencionados arriba son requeridos en certificar para el programa WIC. Además, si no traigo los documentos requeridos a mi próxima cita con WIC, que seria dentro de 30 días, ya no podré continuar mi participación en el Programa WIC.

Firma del Representante Autorizado: _____ **Fecha:** _____

Firma del Personal de WIC: _____ **Fecha:** _____

En las siguientes situaciones, el solicitante, si califica, puede ser enlistado/a para recibir WIC por el período completo de certificación:

Ingresos

- ☐ Para los solicitantes o representante autorizados con documentación de ingresos inadecuados o aquellos que no tienen documentación de ingresos porque la documentación no existe:

Yo declaro que el ingreso total de mi hogar es de \$ _____ cada

- ☐ Semana
- ☐ Quincena
- ☐ Mes
- ☐ Año

La razón por no tener documentación o presentar documentación inadecuada: _____

- ☐ Para los solicitantes o representante autorizados sin ingresos. Yo declaro que el ingreso total de mi hogar es CERO.

Yo obtengo alimentos de: _____

Yo obtengo vivienda de: _____

Dirección o Identificación

- ☐ Para los solicitantes o representante autorizados quien no tienen documentación de dirección o identificación porque ésta documentación no existe:

Dirección: _____

La razón por no tener prueba de dirección o identificación: _____

Yo, _____, certifico que la información antes presentada es correcta. Yo entiendo que presentando información incorrecta o engañosa me puede resultar en cargos criminales y / o pagándole al Departamento de Servicios de Salud del Estado de Arizona, en efectivo, el valor de todos los beneficios de alimentos recibidos.

Firma del Representante Autorizado: _____ **Fecha:** _____

Firma del Personal de WIC: _____ **Fecha:** _____